



JOB DESCRIPTION

TITLE: Senior Accountant
DEPARTMENT: Accounting
SUPERVISOR: Controller
WAGE: Dependent on Qualifications
SHIFT: Days/Weekends/Holidays or as needed
CLASSIFICATION: Gaming License required
POSITION: Hourly

JOB SUMMARY: Under the direction of the Controller, Senior accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. A successful Senior accountant combines excellent analytical skills with a thorough knowledge of accounting principles. The ideal candidate has also experience collaborating and/or managing a team, Revenue Auditors, Accounts Payable and Payroll. Senior accountant duties also include ensuring accuracy and effectiveness in all of our accounting tasks. Verifying, allocating, posting and reconciling accounts payable, receivable and producing error-free accounting reports. Applicants should be advised that the Tribe reserves the right to disqualify applicants whose prior activities pose a threat to the public interest. Friendly, professional attitude required at all times. Must be willing to work weekends, nights, and holidays. Neat clean appearance is a must. Native American preference but all qualified applicants will be considered.

JOB QUALIFICATIONS:

- Proven experience as a Senior accountant
- Thorough knowledge of basic accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages, like Great Plains and QuickBooks
- Advanced MS Excel skills, spreadsheets
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- BS degree in Accounting, Finance or relevant certification (e.g. CMA or CPA) will be preferred

- Must be skilled in use of MS Word and must be a very good writer in order to handle the occasional administrative needs of the department
- Must have very good verbal skills
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures

DUTIES AND RESPONSIBILITIES:

- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Spot errors and suggest ways to improve efficiency
- Provide technical support
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Provide input into department's goal setting process
- Assist with tax audits and tax returns
- Review staff's work
- Support month-end and year-end close process
- Ensure compliance with GAAP principles
- Perform, such other accounting, financial, or administrative tasks as may be required, from time to time, quite often on short notice by the Controller
- Ability to stand, walk, or sit for long periods of time
- Ability to lift up to 25 lbs
- Perform other duties as assigned

Not a smoke free environment.

The Red Cliff Tribal Council has a drug free workplace policy and adheres to the intent of the drug free workplace act. All new hires are subject to a drug test prior to starting.

Applications are available at the Cashier's window, the Personnel office of the casino, and on the website www.legendarywaters.com

Posted: 11/6/18

Deadline: Until Filled

For further information contact:

LW Human Resources Department: 37600 Onigamiing Drive, Red Cliff WI

smorris@legendarywaters.com (715)779-9401